



Traveler Calendar Guide

TripCase® provides a number of different options for adding trip information to your calendar. In this Calendar Guide you will find tips on how to:

- [Determine what calendaring method is right for you: Import or Subscription](#)
- [Add trip details to your calendar directly from your TripCase emails](#)
- [Import your trips to your primary Outlook calendar](#)
- [Subscribe to all trips from your TripCase account using Outlook, Google Calendar or your devices' native calendar](#)
- [Subscribe to all trips from your TripCase account using the method recommended based on your mobile device](#)
- [Understand all calendar options available based on your mobile device](#)
- [Answers to common calendar questions](#)

Import vs. Subscription

TripCase offers two different methods for importing your *TripCase* data into your calendar client (Blackberry, Google, Lotus Notes or Outlook).

Import Method

The import method will do a one time 'snapshot' of your *TripCase* trip details and import that data to your calendar client.

The benefit: This method can import your trip items into your primary calendar.

The downside: Updates to any of your trips will not be reflected automatically in your calendar.

Subscription Method

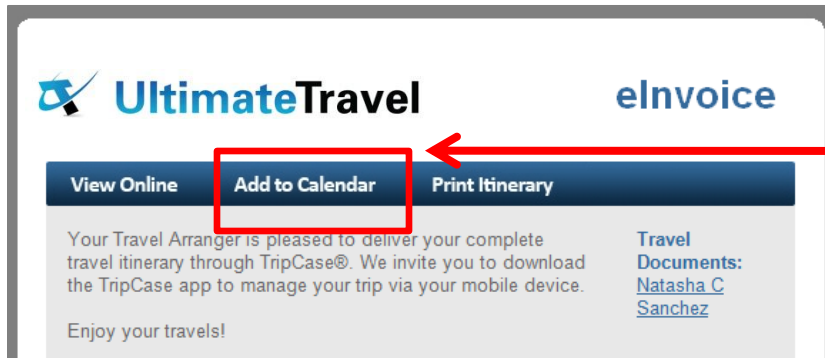
A new *TripCase* calendar will be created and all trip items from all trips will be added to this new calendar.

The benefit: Any changes to your trips in *TripCase* will be automatically reflected in the calendar.

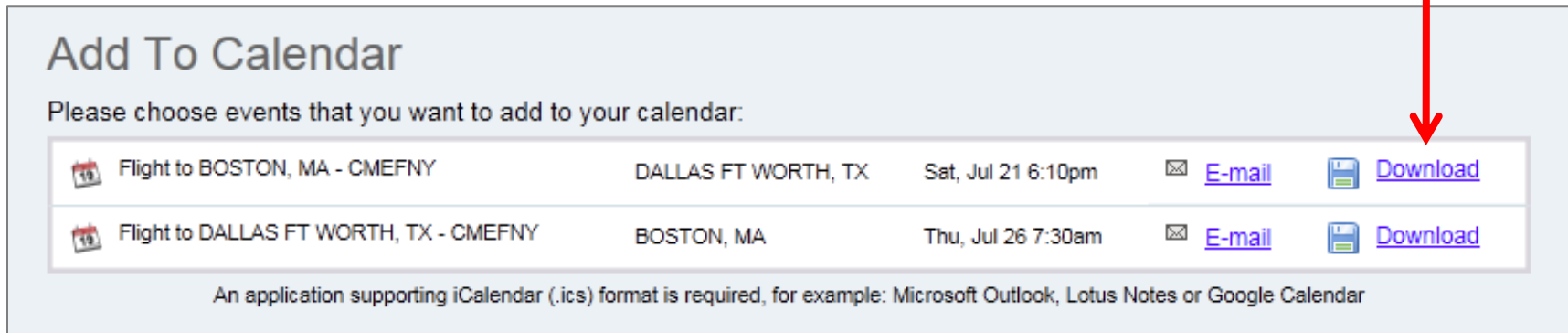
The downside: A new calendar is created and the trip items are not imported into your primary calendar.

By importing or subscribing to *TripCase* data, you are able to see all trip details in your calendar, including: air, car, hotel and even those custom activities you entered manually into your *TripCase* account.

Add trip to your calendar from confirmation email (Import method)



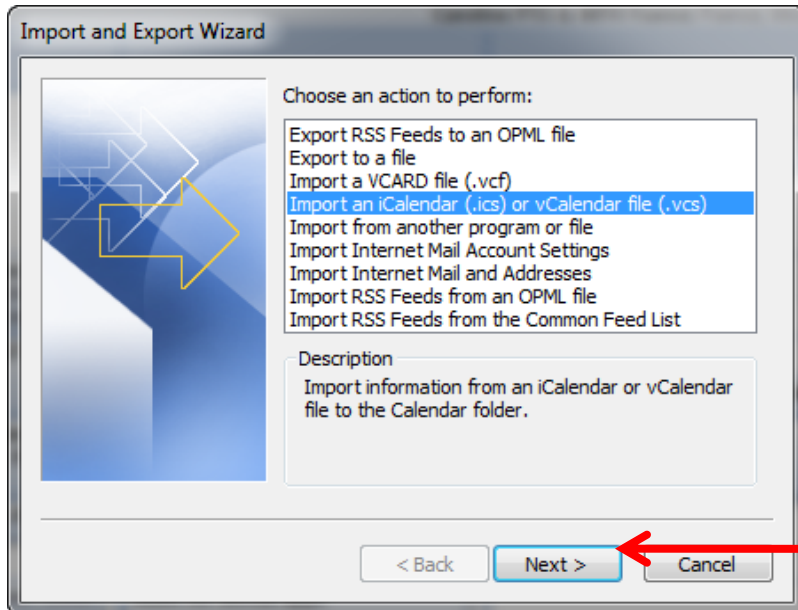
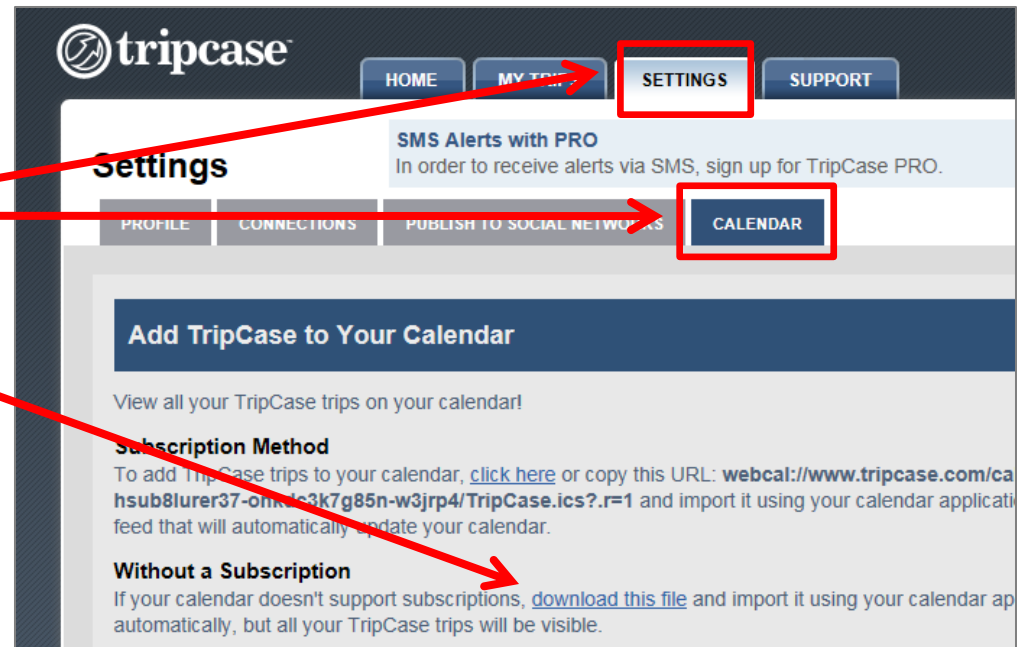
1. Select “Add to Calendar” from top menu bar in *TripCase* eInvoice (confirmation email)
2. In next window, select the trip elements to add to your calendar by clicking “Download” on the right.



3. When asked if you want to open the .ics file, select “yes” or “open.”
4. The .ics files should open automatically in your main calendar application. Click “Save.”
5. Trip details are now imported in your calendar. Please note, any itinerary changes will require you to delete old versions and repeat this process.

Importing your trips to your Primary Outlook Calendar

1. Sign in to www.tripcase.com
2. Go to Settings > Calendar
3. Click on "Download this file" in the section called Without a Subscription

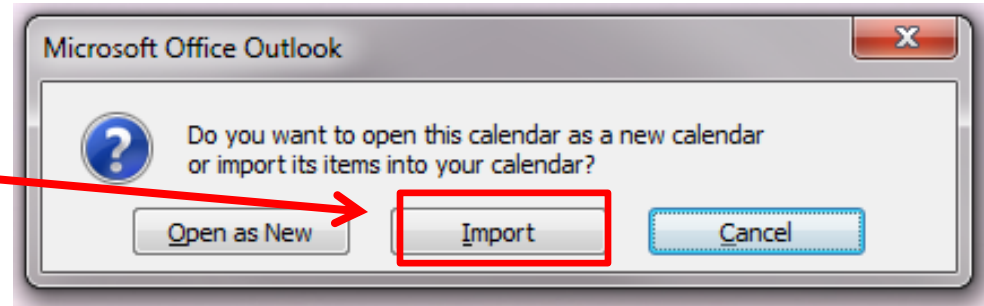


4. Select "Save the file." (Selecting "open" will create a separate calendar.)
5. In Outlook Calendar, select File > Import and Export, browse for the .ics file you just saved, and click on "Next."

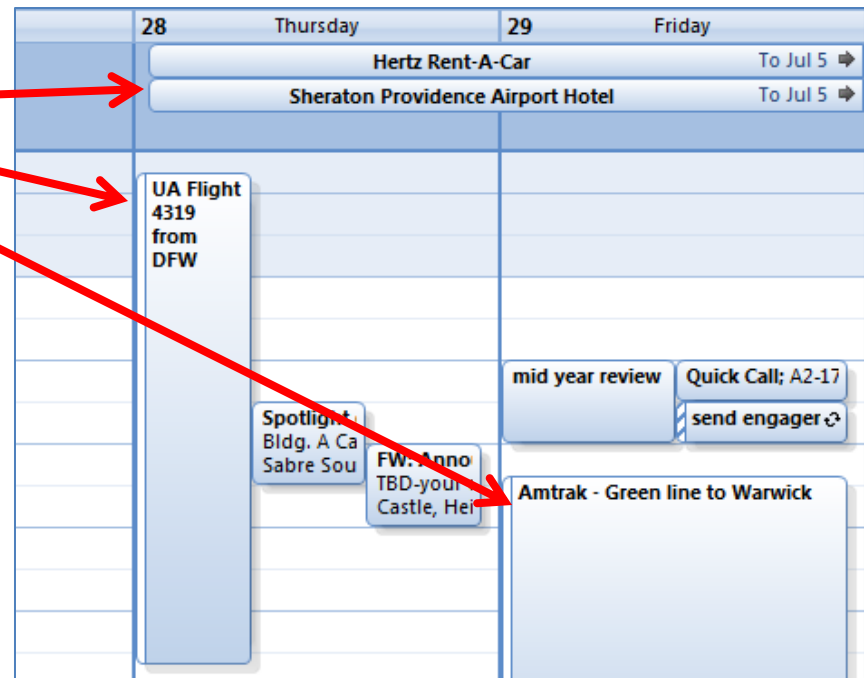
You will import a .ics file so be sure to choose that format if ask.

Importing your trips to your Primary Outlook Calendar (cont)

- When asked if you want to open as a new calendar or import it's items into your calendar, click "Import".



- Your trip details should now be viewable in your main outlook calendar, along with all other appointments.

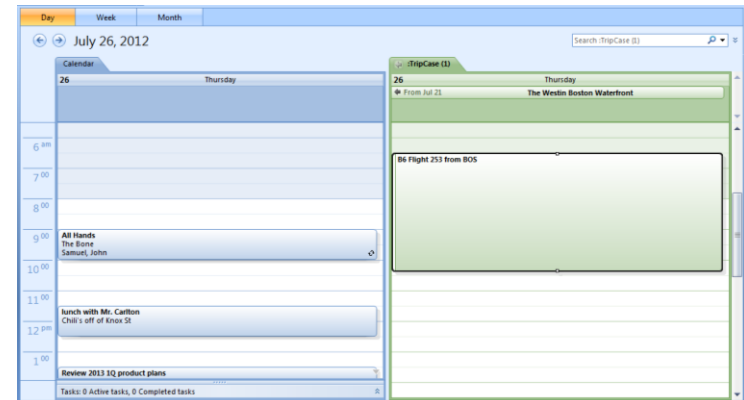
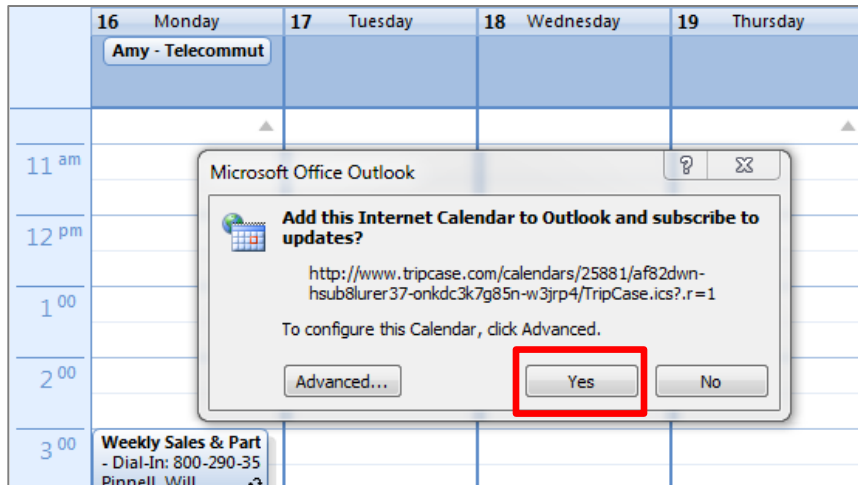
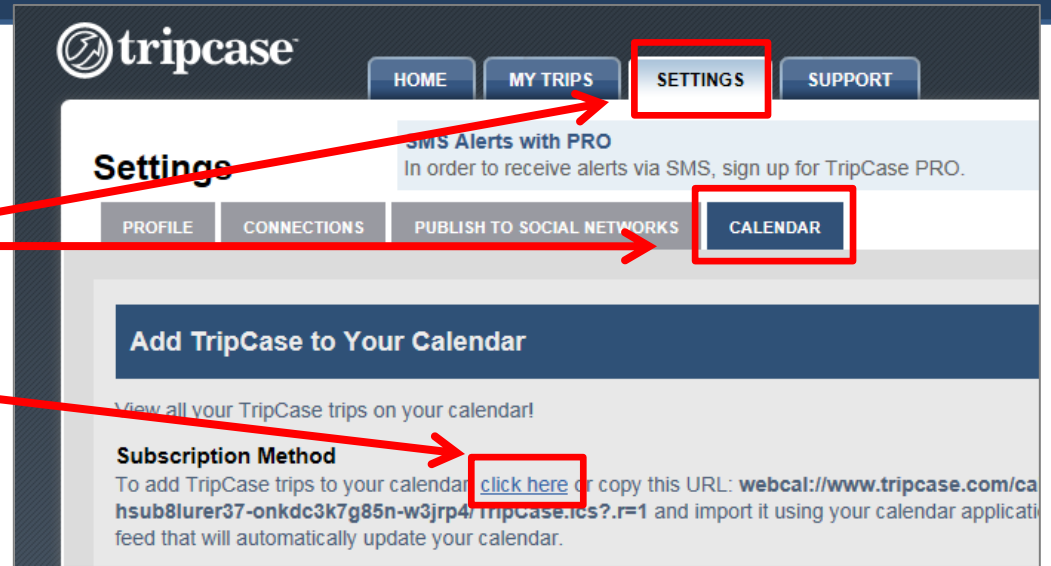


NOTES: Trip elements brought into Outlook will not synch with trip changes. Trip updates will require the traveler to delete the current calendar item and import a new .ics file by repeating this process.

TripCase trips synch with Outlook 2007 and later.

Subscribing to TripCase and creating a New Outlook Calendar

1. Sign in to www.tripcase.com
2. Go to Settings > Calendar
3. Click on "click here" in the section called Subscription Method
4. Click "Yes" to the question, "Add this internet Calendar to Outlook and subscribe to updates?"

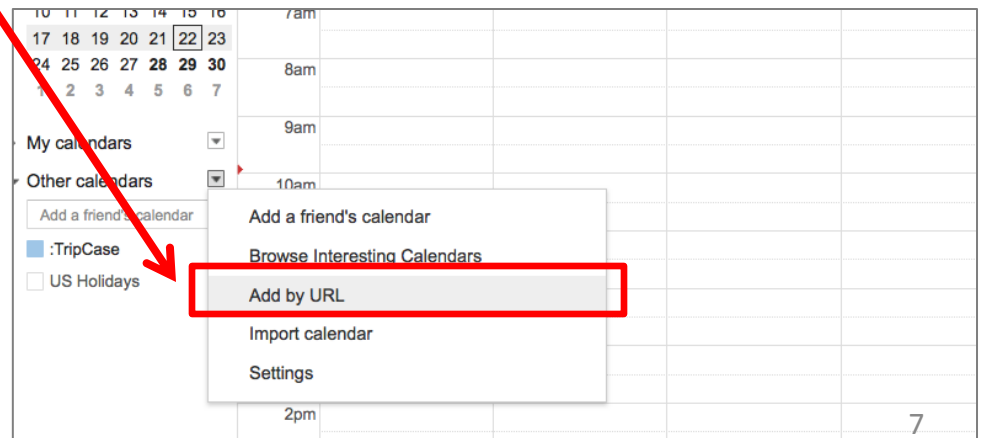
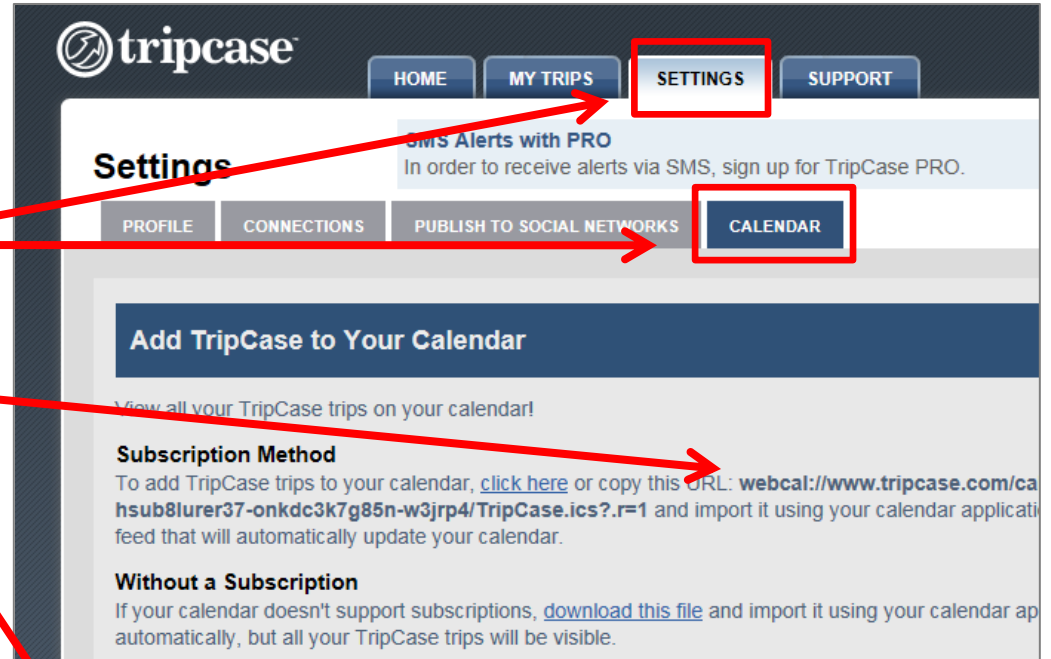


Note: A new TripCase calendar is created, providing a side-by-side view with your primary calendar.

This .ics file can be shared with an administrator or travel arranger so they may also view your trips in Outlook.

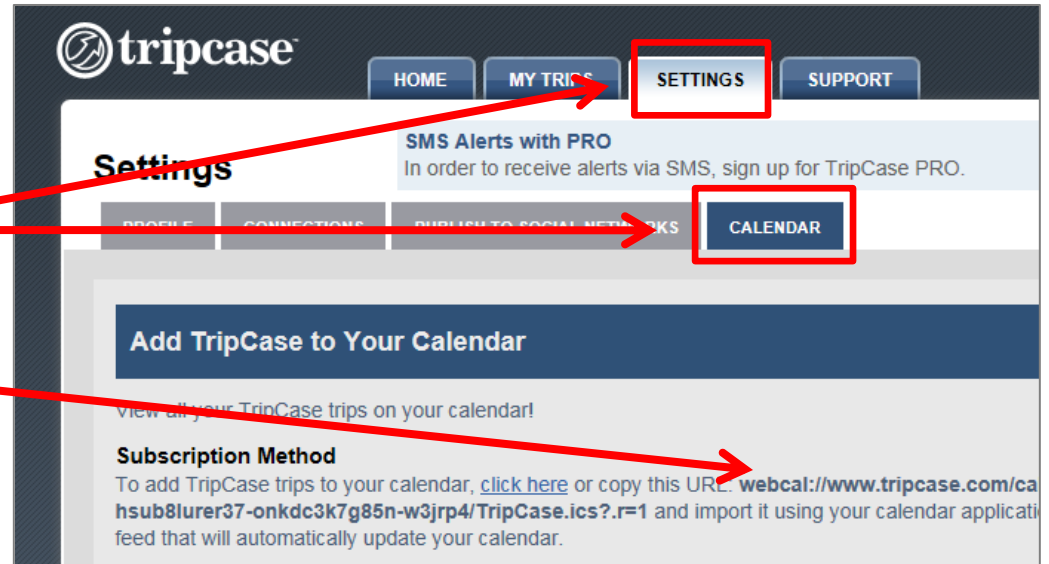
Subscribing to TripCase and creating a New Google Calendar

1. Sign in to www.tripcase.com
2. Go to Settings > Calendar
3. Copy the webcal url in the Subscription Method section.
4. Paste the URL into Google Calendar by selecting "Add by URL" found at the bottom left, under the "Other calendars" drop down menu.
5. Your *TripCase* Calendar should now be viewable in your Google calendar and all trips will be labeled in a designated color.



Add a trip directly to the native calendar on my mobile device

1. Sign in to www.tripcase.com
2. Go to Settings > Calendar
3. Copy the webcal url in the Subscription Method section.
4. Send the URL to yourself via email or text.
5. Open the email or text from your mobile device and click on the URL.
6. Your trip data will be loaded into your phone's calendar. Follow this same process for your iPad.



Our Recommendations

(based on your mobile device)

Are you a road warrior who absolutely needs *TripCase* and your calendar to stay in synch?

Select your mobile device below and follow the steps to synch your *TripCase* account with your calendar. Just set-up once and you're done – all trips associated with your *TripCase* account will be displayed and synchronized with your calendar!

[Android](#)

[Blackberry*](#)

[iOS \(iPhone or iPad\)](#)

[Windows Mobile](#)

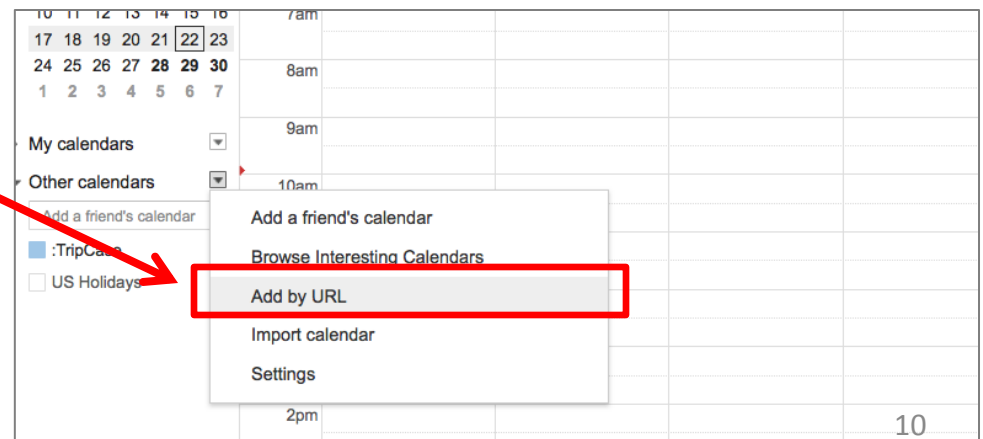
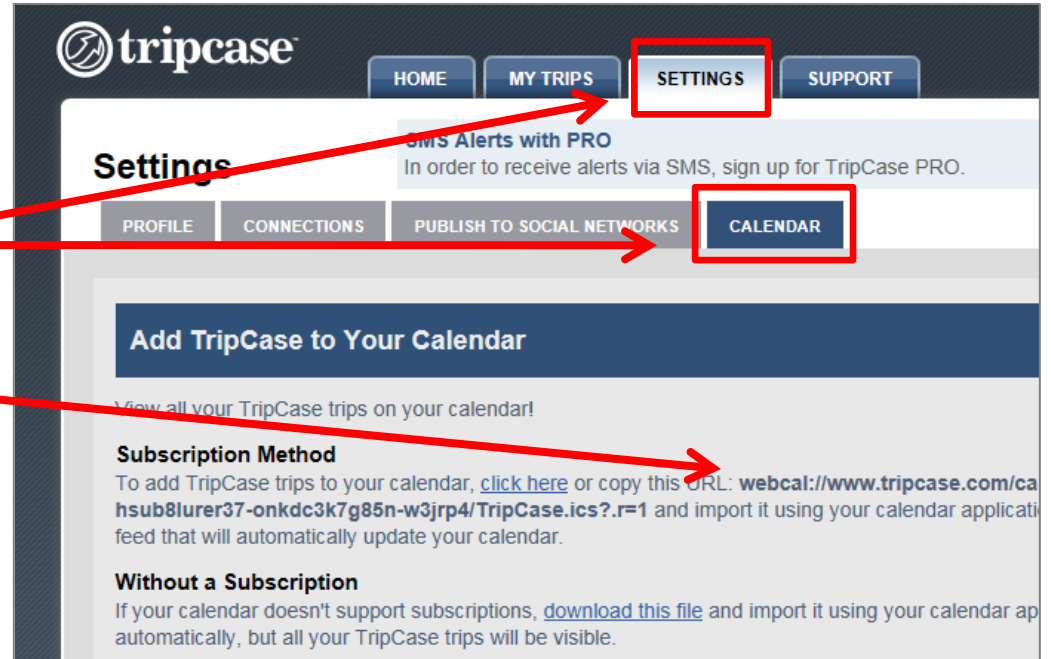
*The Blackberry does not work with our subscription method but will work with the import method. Always use Outlook - **File > Import and Export** method.

We have provide step-by-step instructions on how to synch your Calendar with what we believe to be the best platform for your smart phone. To view all calendaring options available to you, [CLICK HERE](#).

Android

Recommended: Subscription method using Google Calendar

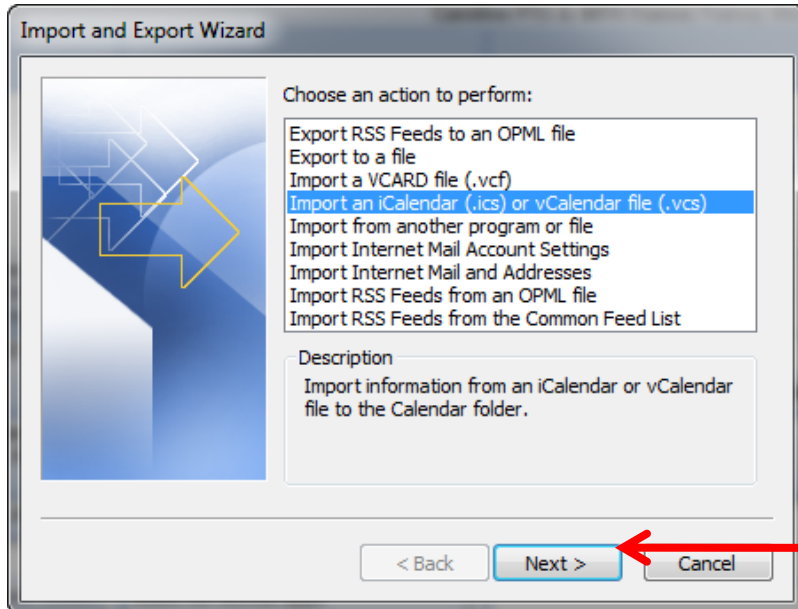
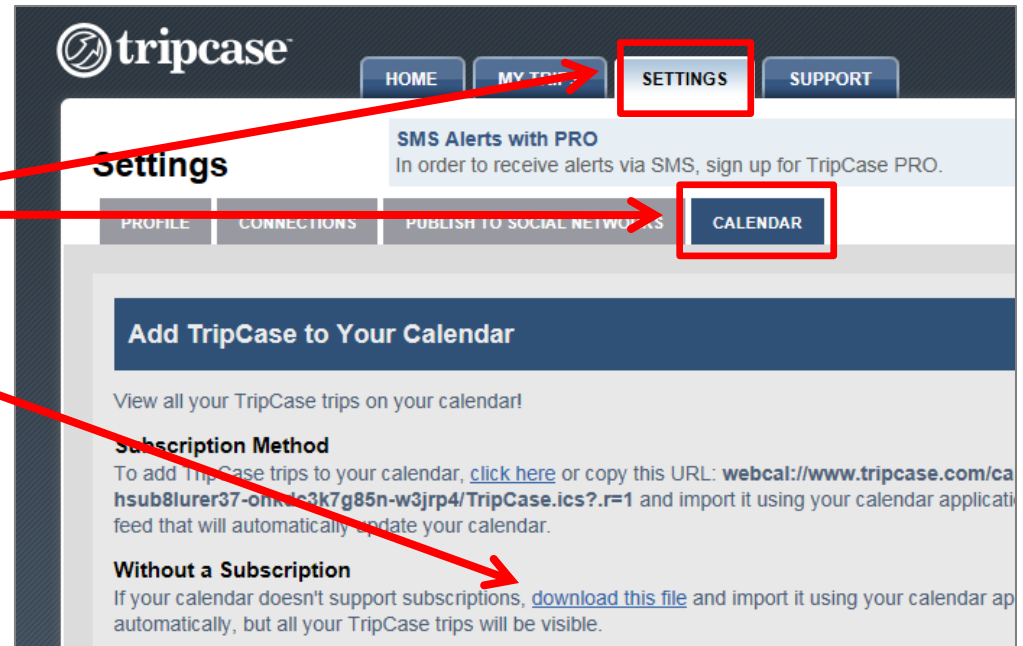
1. Sign in to www.tripcase.com
2. Go to Settings > Calendar
3. Copy the webcal url in the Subscription Method section.
4. Paste the URL into Google Calendar by selecting "Add by URL" found at the bottom left, under the "Other calendars" drop down menu.



Blackberry

Recommended: Import method using Outlook

1. Sign in to www.tripcase.com
2. Go to Settings > Calendar
3. Click on "Download this file" in the section called Without a Subscription



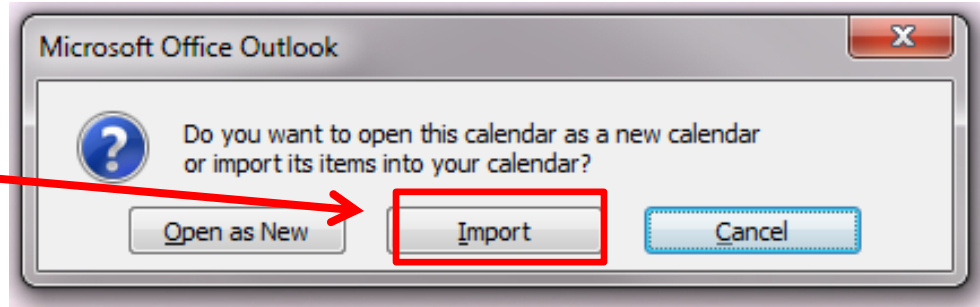
4. Select "Save the file." (Selecting "open" will create a separate calendar.)
5. In Outlook Calendar, select File > Import and Export, browse for the .ics file you just saved, and click on "Next."

You will import a .ics file so be sure to choose that format if ask.

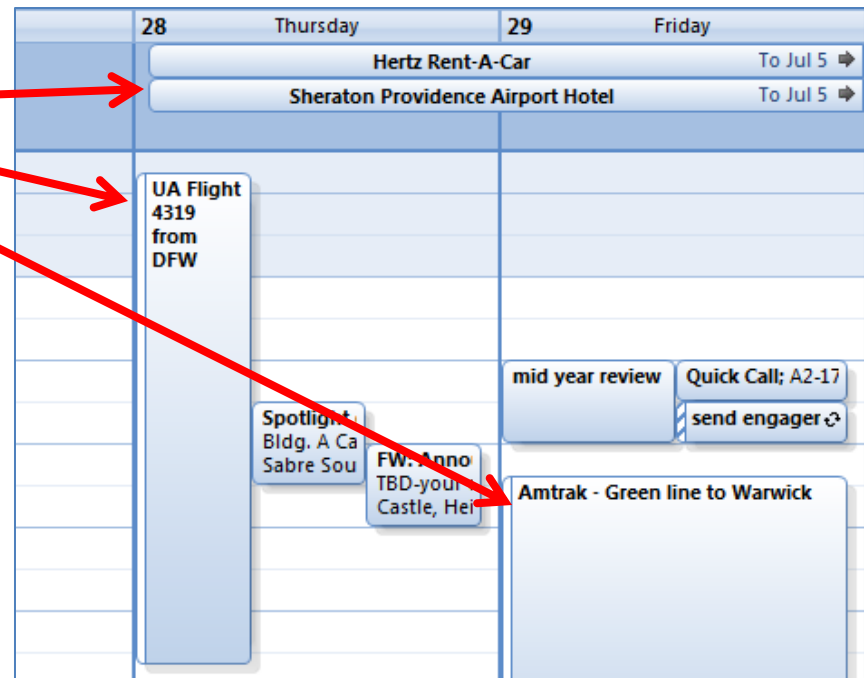
Blackberry

Recommended: Import method using Outlook (cont)

- When asked if you want to open as a new calendar or import it's items into your calendar, click "Import".



- Your trip details should now be viewable in your main outlook calendar, along with all other appointments.



NOTES: Trip elements brought into Outlook will not synch with trip changes. Trip updates will require the traveler to delete the current calendar item and import a new .ics file by repeating this process.

TripCase trips synch with Outlook 2007 and later.

iOS

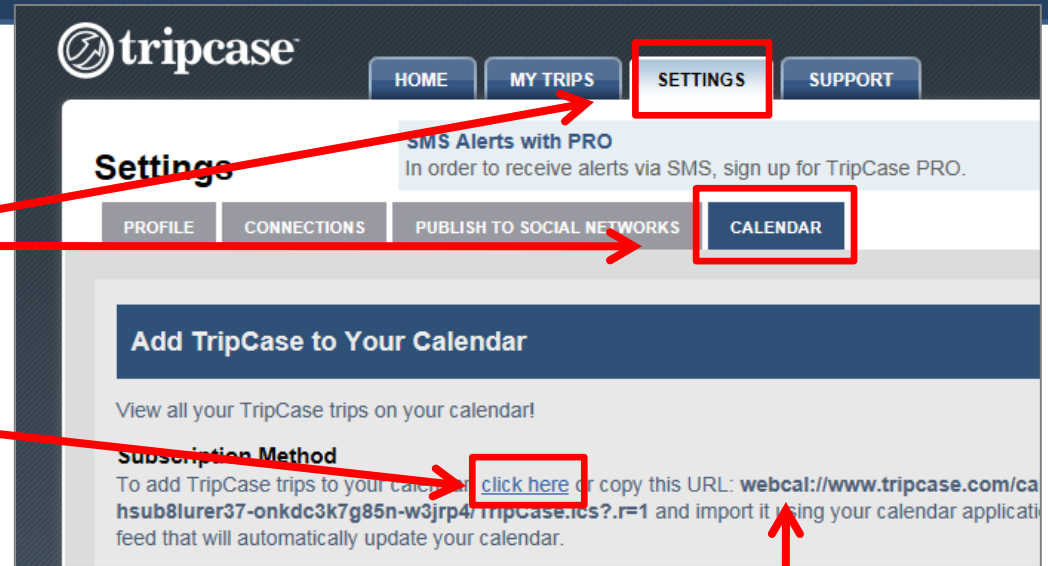
Recommended: Subscription method using Outlook or Google Calendar

1. Sign in to www.tripcase.com

2. Go to Settings > Calendar

3. Click on "click here" in the section called Subscription Method

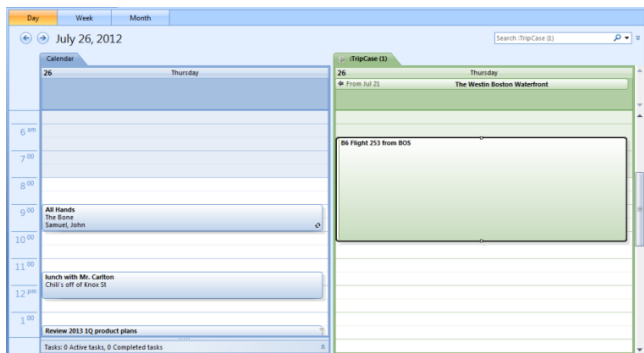
4. Click "Yes" to the question, "Add this internet Calendar to Outlook and subscribe to updates?"



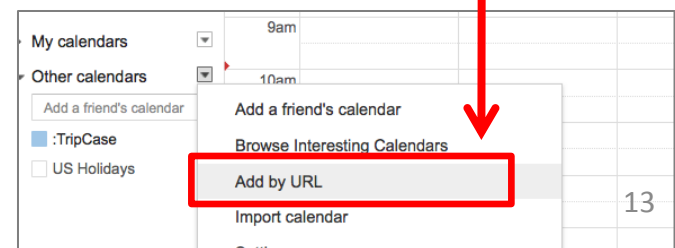
3. Copy the webcal url in the Subscription Method section.

OR

4. Paste the URL into Google Calendar by selecting "Add by URL" found at the bottom left, under the "Other calendars" drop down menu.



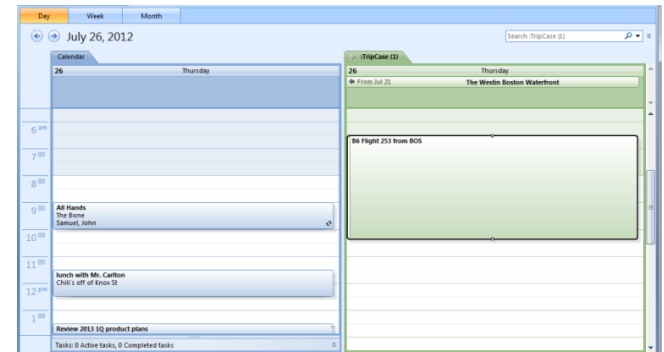
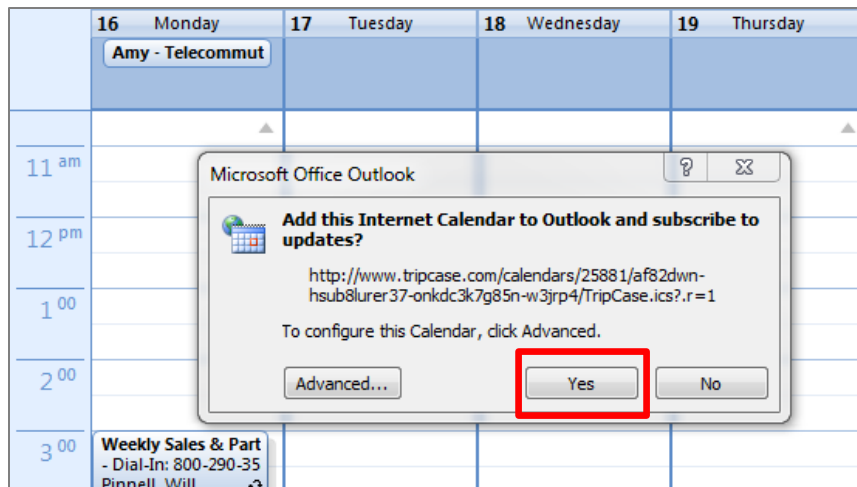
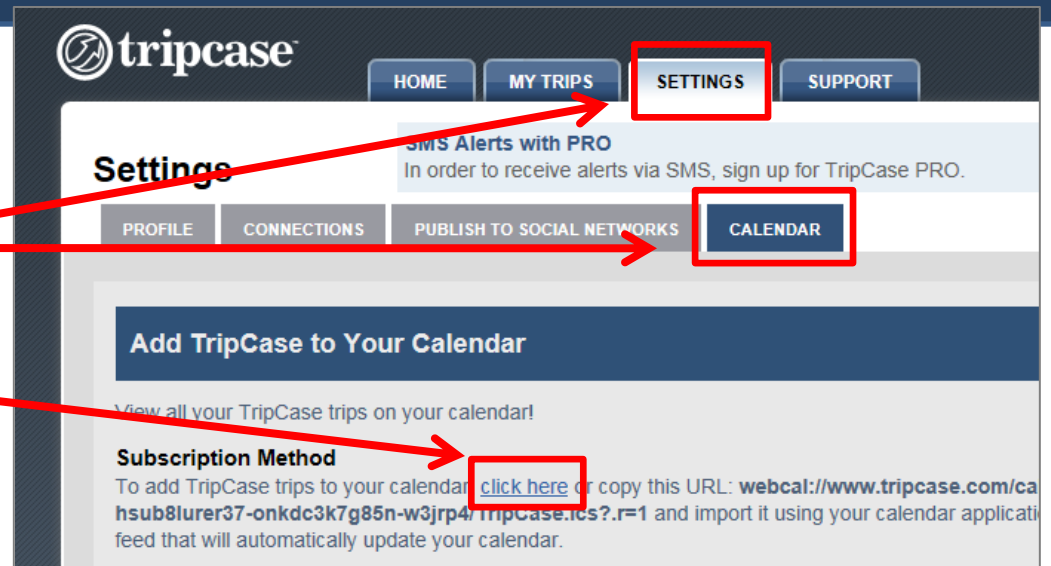
Note: A new calendar is created and the trip items are not imported into your primary calendar.



Windows Mobile

Recommended: Subscription method using Outlook

1. Sign in to www.tripcase.com
2. Go to Settings > Calendar
3. Click on "click here" in the section called Subscription Method
4. Click "Yes" to the question, "Add this internet Calendar to Outlook and subscribe to updates?"



Note: A new calendar is created and the trip items are not imported into your primary calendar.

All calendar options

CALENDAR RECOMMENDATIONS

		CALENDAR RECOMMENDATIONS				
		Outlook		Google		IBM Lotus Notes
		Import Method	Subscription Method	Import Method	Subscription Method	Subscription Method
		Does NOT auto-synch to trip changes. Traveler must delete old and save new .ics file.	Auto-synchs to trip changes.	Does NOT auto-synch to trip changes. Traveler must delete old and save new .ics file.	Auto-synchs to trip changes.	Supports Lotus Notes 8.5 or higher. Auto-synchs to trip changes.
DEVICE	Android	Save and import .ics file	Log in to TripCase.com. Go to Settings>Calendar page and follow steps.	Save and import .ics file	Log in to TripCase.com. Go to Settings>Calendar page and copy the webcal URL.	Log in to TripCase.com. Go to Settings>Calendar page and copy the webcal URL.
	Blackberry	Save and import .ics file				
	iOS (iPhone)	Save and import .ics file	Log in to TripCase.com. Go to Settings>Calendar page and follow steps.	Save and import .ics file	Log in to TripCase.com. Go to Settings>Calendar page and copy the webcal URL.	Log in to TripCase.com. Go to Settings>Calendar page and copy the webcal URL.
	Windows Mobile	Save and import .ics file	Log in to TripCase.com. Go to Settings>Calendar page and follow steps.	Save and import .ics file	Log in to TripCase.com. Go to Settings>Calendar page and copy the webcal URL.	Log in to TripCase.com. Go to Settings>Calendar page and copy the webcal URL.

Recommended calendar applications are **outlined in red**.

We recommend that you synch your trip to your calendar to avoid repeating this process as trip details change.

Frequently Asked Questions on Calendaring (FAQs)

What does it mean to create a new calendar or separate calendar when importing my trip data?

Creating a new calendar, also referred to as a “separate calendar,” can be helpful for travelers who do not like to see all their trip details along with the rest of their schedule. This can be especially helpful for friends and family of the traveler who would like to view all the traveler’s trip details in their own calendar, but are sensitive to the extra calendar elements interfering with their personal schedule. Google and iOS assign different colors to separate calendars.

How do I create a separate calendar for my TripCase trips in Outlook?

Save the .ics file from your confirmation email or calendar page on TripCase.com. Then “open” the .ics file in Outlook. A separate calendar for your *TripCase* trips will be created.

How do I create a separate calendar for my TripCase trips in Google?

Sign in to www.tripcase.com and click on Settings > Calendar. In the top section (Subscription Method) you will see a URL beginning with `webcal://www.tripcase.com...` and ending in `.ics`. Copy and paste this URL. Go to your Google calendar and find “Other calendars” at the bottom left. Select “Add by URL” from the drop down menu and paste the copied URL in the form that appears.

How do I delete my separate TripCase calendar in Outlook?

Right click on the calendar tab titled “: TripCase”. Select “delete :TripCase” from the drop down menu.

When downloading the .ics file, what’s the difference between “Open” and “Save.”

Choosing to “open” the .ics file will create a separate calendar for your *TripCase* trips. “Saving” the .ics file, then using “File > Import” will integrate your trip details in your existing/primary calendar.

Frequently Asked Questions on Calendaring (FAQs cont)

How do I manage iCal and time zones on my iPhone?

Turn on time zone support in iCal. Manually select the time zone you most frequently use. Then, on your iPhone/iTouch/iPad under time and date preferences, manually set your calendar time zone to correspond with the one you chose in iCal. This forces the phone to keep your times the same no matter what time zone your cell phone is located in.

How is TripCase calendaring different from Sabre Virtually There calendaring?

TripCase supports a subscription method of calendaring. So a traveler who prefers to have his or her trip details automatically updated with changes, has that calendar option. *Sabre Virtually There* only supports the import .ics calendaring method, through Infuzer and iCal.

How is TripCase calendaring different from Infuzer?

Infuzer imports the .ics file which automatically synchs with your primary calendar, but as changes are made to the trip, the old .ics file will need to be deleted and a new .ics file will need to be imported.

TripCase calendaring also enables the user to import the .ics file. However, it also allows users to create a separate calendar using the subscription method. So as changes are made, the trip details will automatically be updated in the new calendar.

If I have trips in my calendar from Sabre Virtually There and begin using TripCase, will my trips brought into my calendar from Sabre Virtually There stay intact?

Yes. These trips will remain in your primary calendar. (i.e. Outlook)

Frequently Asked Questions on Calendaring (FAQs cont)

Will the trip I booked while using Sabre Virtually There, be in my new TripCase account?

No, but you have the ability to import your booking into your *TripCase* account. You may add your trip manually by logging into www.tripcase.com or accessing *TripCase* through your mobile app. Input your flight details, or if your trip was booked through a *Sabre* channel, you can just input your record locator (PNR) or Trip ID. You may also forward your confirmation email to trips@tripcase.com, even if your trip was not booked through the *Sabre* GDS.

How do I add TripCase to my iPhone or iPad calendar using email or text?

Access the Web URL on TripCase.com under Settings > Calendar. Send the URL to yourself via email or text. Open the email or text from your mobile device and click on the URL. This will load the calendar into your iPhone's native calendar app. Follow this same process for your iPad.

I've added a variety of elements to my trip through different channels – my air booking was sent to my TripCase account directly by for my travel agent, I forwarded my hotel confirmation email to trips@tripcase.com and I manually added miscellaneous activities through my *TripCase* account online. Will all elements of my trip be reflected in my calendar?

Yes. Regardless of how your trip details get into *TripCase*, we will synchronize it with your calendar. All those details are reflected in your calendar whether you used the Import or Subscription calendar method.

Frequently Asked Questions on Calendaring (FAQs cont)

Does TripCase calendar work with Lotus Notes?

Yes. In Lotus Notes 8.5 and higher, you should be able to use the iCalendar feed that *TripCase* creates uniquely for you.

To get the required Calendar URL, sign in to www.tripcase.com and click on Settings > Calendar. In the top section (Subscription Method) you will see a URL beginning with `webcal://www.tripcase.com...` and ending in `.ics`. Copy and paste this URL into the Lotus Notes 'Add a calendar' window. [See what this window looks like](#).

If for any reason you are unable to get this automatic feed to work for you, you can still import the `.ics` file we create for each of your trips. This is also under Settings Calendar but in the next section down called 'Without A Subscription'.

Additional information on [Lotus Notes Daylight Savings Time](#).